



Request for Proposals (RFP) to Elaine Jones Safety Net Fund

Napa Valley Community Foundation (NVCF) invites qualified Napa County 501(c)3 organizations providing safety net services to apply for funding from the Elaine Jones Safety Net Fund (“the Fund”). The application process opens on May 5, 2025, and proposals must be submitted on or before June 20, 2025.

An **optional information session** will be held via Zoom on Thursday, May 15 at 1:00 p.m. Please email julia@napavalleycf.org to request a link before Friday, May 9.

The Fund is managed by NVCF and is a partnership between NVCF and Napa Valley Vintners. It offers the following funding opportunities to Napa County nonprofits:

- **General Operating Support Grants:** Up to \$100,000 for one year, based on the organizational budget and funding gaps demonstrated.
- **Capacity Building Grants:** One-time grants of up to \$50,000 to strengthen internal systems and sustainability.
- **Bridge Loans:** 0% interest loans of up to \$100,000 to address temporary cash flow issues caused by delayed (but not reduced) government funding. These are one-year, no-interest loans.

Eligible organizations may apply for both a general operating support grant or bridge loan and a capacity building grant—or just a capacity building grant. The grant period is from July 1, 2025 to June 30, 2026.

About the Fund

The Fund was established to support social service nonprofit organizations that respond to the essential needs of working families and vulnerable communities in Napa County and provide programs that positively impact the social determinants of health. The catalyst for the Fund was the concurrence of local, state, and federal funding reductions or shifts, inflationary increases in costs, and rising client need. The grants are intended to ensure that essential community services continue during times of decreased funding. Grants or bridge loans will be for general operating support and may be coupled with optional capacity building/technical assistance grants designed to strengthen applicant organizations, with a maximum funding amount for all areas totaling \$150,000.

Definition of “Safety Net” Sector

Includes nonprofits that provide direct services meeting the essential physiological, safety and security needs of Napa County individuals or families. Essential needs are defined as resources that promote health, wellness, safety and belonging. Organizations working **primarily in Napa County (at least 51 percent of overall programs for the last five years) in the areas below** are eligible for one-year general operating support grants as well as one-time capacity building grants:

- Childcare assistance
- Economic stability
- Disability assistance
- Food security
- Health care access

- Legal support
- Mental health support
- Rental and housing assistance
- Support for survivors of abuse.

Definition of “Capacity Building”

Refers to technical assistance (typically provided by an outside consultant) or systems/software investments, both of which can help an organization strengthen its operations and programs. Our grantees have indicated a clear and current need for capacity building in six key areas: strategy; fundraising; Board governance; financial management; Information Technology (IT) systems; and HR systems. Note that if there are multiple applications awarded for the same type of capacity building, NVCF reserves the right to address those via a cohort model and/or shared consultants.

Examples of projects that are eligible for a one-time capacity building grant include:

- Hiring a consultant to:
 - Develop a Strategic Plan, which might include
 - Weighing the pros/cons of adding or eliminating programs
 - Weighing the pros/cons of partnerships, collaborations or consolidations with one or more nonprofits serving a similar population
 - Create a fundraising plan which might include a related communications plan
 - Improve Board governance and/or Board engagement
 - Train staff in financial management, accounting, compliance or legal issues
 - Improve HR, data, or IT systems
 - Identify, recruit and onboard key C-suite positions (ED, CFO, etc.)
- Investing in systems or software to:
 - Better manage organizational finances
 - Improve constituent relationship management
 - Enable revenue diversification and/or growth (e.g., billing a government payor)
- Hiring outside legal counsel to provide guidance that protects the organization from regulatory threats.

Who is Eligible for General Support and/or Capacity Building grants?

Applications must meet three criteria to be considered: sector fit; budget size and funding loss and/or increased demand.

- Sector Fit. Applicants must be able to demonstrate that their work in the safety net sector in Napa County, as defined above, is a significant part of the organization’s overall business. Further, they must have a five-year track record of significant work in Napa County’s safety net sector, a history of collaborating well with other local nonprofits, and previous experience with adjusting programs to meet increased demand and/or reduced funding in Napa County.
- Budget Size. Organizations with an annual operating budget for Napa County of between \$500,000 and \$10,000,000 are eligible to apply. Nonprofits that offer programs outside of Napa

County must demonstrate that their Napa County operating budgets fall within the above range, and that its programs in Napa County are at least 51 percent of the organization's overall work.

- Funding Loss and/or Increased Demand. Organizations must demonstrate one or both of the following for the fiscal year ending 6/30/25 and/or the fiscal year ending 6/30/26:
 - A decrease in annual revenues for Napa County over the previous fiscal year from any or all of these sources: government grants, government contracts, grants from foundation funders.
 - An increase in client demand in Napa County over the previous fiscal year, which can be supported by metrics such as total clients served and/or client service hours delivered. Please include evidence of increased costs related to increased demand if applicable.

Preference will be given to organizations that can demonstrate both decreased funding and increased demand, and severity of funding loss will be taken into account, as well as ability to adapt into the future. Organizations operating on a calendar year basis, or with fiscal years that do not end on June 30, are welcome to apply, and would do so with reference to their calendar or fiscal years ending in 2025 and/or 2026.

The Foundation will not consider requests from:

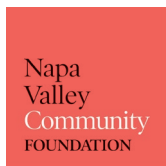
- Individuals
- Organizations that are not 501(c) public charities
- Public, private and nonprofit K-12 schools, preschools, and colleges/universities and related programs, only childcare assistance is eligible
- Nonprofits whose safety net services are less than 50% of their work
- Nonprofits that have not worked significantly in Napa County for at least five years
- Research, fundraising or regranting organizations, including scholarships
- Capital campaigns and endowments
- Government or faith-based organizations

HOW TO APPLY

To be considered for funding, your organization must submit a grant proposal narrative as a single document using the enclosed "Application Guidelines" and all other supporting documents via our grant application portal at <https://nvcfelainejones.awardspring.com> by **June 20, 2025**. All you need to apply is an email address. ***There are no word or page limits, but please be as concise and detail-oriented, as possible, and brevity is appreciated.***

We encourage communication and are happy to answer any questions or discuss proposals prior to submission, even if you attend the information session. If you need anything, please contact Julia DeNatale, Vice President of Community Impact at julia@napavalleycf.org or 707-254-9565 x 16.

Please review the AwardSpring instructions starting on [page 3 of the FAQs](#). If you have any questions about the **application portal**, please contact: NVCGrantsTeam@NapaValleyCF.org.



Decisions

Following receipt of your proposal, the Foundation may request additional information in writing and/or a site visit or phone interview with representatives of your organization. We may also contact your partner agencies to learn more about collaborations. The Foundation will notify organizations of its funding decisions no later than August 15, 2025.

Grant Reporting Requirements

Grantees will be required to provide a written report by April 30, 2026, that tells us how the funds were spent, as well as the progress and results of their program. Grant report guidelines will be provided. Grant reports are due prior to the end of the grant period to help inform NVCF of needs for the following year's grantmaking and assist with NVCF fundraising efforts.

About Napa Valley Community Foundation

Napa Valley Community Foundation works side-by-side with local donors and nonprofits to tackle the most important challenges the Valley faces. Now celebrating 30 years of service to the community, the Foundation has distributed more than \$106 million in grants to improve the quality of life for residents of the region and currently serves as the philanthropic partner to thousands of individuals, families, nonprofit agencies and corporations in Napa Valley and beyond. To learn more, visit napavalleycf.org.

About Napa Valley Vintners (NVV)

The Napa Valley Vintners nonprofit trade association has been cultivating excellence since 1944 by inspiring its nearly 550 member wineries to consistently produce wines of the highest quality, provide environmental leadership and care for the extraordinary place they call home. NVV has invested more than \$230 million in community healthcare, youth development and the environment in Napa County, and is a champion of inclusivity in its community and industry. Learn more at napavintners.com.

About Elaine Jones

Elaine Maria Jones (1953-2024) was a champion for local nonprofits who devoted countless volunteer hours to improving the quality of life for all residents of the Valley. Among other roles, she was a Board member of the UpValley Family Centers and the St. Helena Hospital Foundation and served on committees for Napa Valley Community Foundation and Collective Napa Valley. Even as she bravely battled the recurrence of cancer, she fully participated in guiding the work of the organizations with which she was associated. With a unique combination of creativity, humor, and fundraising skills, she poured her passion for helping others into every endeavor and leaves behind a legacy of community service that may go unmatched for years to come. Elaine's Fund is a partnership between Napa Valley Community Foundation, Napa Valley Vintners and dozens of individual givers - all of whom greatly admired Elaine and miss her peerless presence in the Valley.

APPLICATION GUIDELINES

SAFETY NET

Your proposal narrative for Safety Net grants or loans should answer the following questions:
([click here to download an editable Word template](#) to upload to Awardspring when completed)

1. Name of the organization, tax ID number, amount requesting, type (bridge loan or grant) and contact person. In no more than two paragraphs, please describe how a general operating grant will support your organization.
2. Describe your organization's mission. Please provide a complete description of the safety net programs offered and the populations you serve in Napa County, including how long you have provided these programs in Napa County, and what percentage of your agency's overall work these represent. Note that at least 51 percent of the overall agency's safety net program work must be in Napa County. Please share the percentage of functional expenses (Row 25 column B from section IX of your IRS Form 990) that is for Napa County. If your organization also provides programs that do not fit the definition of safety net services in Napa County, please explain.
3. Provide the total number of clients directly served by your organization last year and their relevant demographics, if available (e.g., race, ethnicity, income level, etc.), also breaking out the portion of these clients that live or work in Napa County if you serve people outside of Napa County. Clearly explain any increase in Napa County clients served over the last two years. Please indicate the total number you anticipate to **directly** serve through this grant and grant period.
4. What is your organization's total current annual operating budget? How does your organization **financially support** its activities and infrastructure? Please describe your organization's typical sources of income or revenue and explain the impact of funding reductions and/or increased costs on the organization and its programs. Please be specific with sources, dollar amounts and percentages relative to previous years. The requested financial documents must clearly demonstrate your narrative explanation, and we need to understand how Napa County specifically is represented in this information.
5. What results (longer term outcomes or positive changes) is your organization trying to achieve? How do you measure these results? Please describe the data you collect to measure results.
6. How is your organization adapting (programs, staffing, focus, advocacy, etc.) to a changing climate that might include less funding and more need from your clients?
7. Describe specific current collaborations with other Napa County nonprofit organizations, schools, and/or governmental entities critical for your organization's success. Note that NVCF may speak to your collaborative partners in the proposal vetting process as appropriate.

8. Tell us about how your organization has shown leadership in responding to prior high need periods, as well as how you have innovated in program and service delivery to address gaps and barriers.
9. What are the potential risks and/or challenges for the organization and/or program during the grant period?
10. If you are applying for a bridge loan, please explain why short-term bridge funding is needed, and how/when you expect to repay the loan. Note that bridge loans will be zero-interest and due and payable on or before one year from the date of issue. Loan documents will be issued for signature.

CAPACITY BUILDING GRANT

If applying for a Capacity Building grant on a stand-alone basis, please answer all five questions below. If you are applying for a Capacity Building grant *in conjunction with* a grant for general support or a bridge loan, please answer questions #3 through #5, only:

([click here to download an editable Word template](#) to upload to Awardspring when completed)

1. Describe your organization's mission. Please provide a complete description of the safety net programs offered and the populations you serve in Napa County, including how long you have provided these programs in Napa County, and what percentage of your agency's overall work these represent. Note that at least 51 percent of the overall agency's safety net program work must be in Napa County. Please share the percentage of functional expenses (Row 25 column B from section IX of your IRS Form 990) that is for Napa County. If your organization also provides programs that do not fit the definition of safety net services in Napa County, please explain.
2. What is your organization's total current annual operating budget? How does your organization **financially support** its activities and infrastructure? Please describe your organization's typical sources of income or revenue and explain the impact of funding reductions and/or increased costs on the organization and its programs. Please be specific with sources, dollar amounts and percentages relative to previous years. The requested financial documents must clearly demonstrate your narrative explanation, and we need to understand how Napa County specifically is represented in this information.
3. Please provide a complete description of your proposed capacity building project and why it is needed. Have you already identified a consultant or vendor*?
4. How will this award strengthen your organization's capacity to adjust to the current operational and financial challenges as identified above?
5. Include a simple budget for the capacity building project that identifies all expenses and income, including other pending and committed sources of revenue. Note that your proposal must also include all of the financial documents listed below.

*If multiple organizations are awarded capacity building grants for the same purpose, NVCF reserves the right to identify a consultant or vendor that could provide services to multiple organizations to achieve economies of scale or create a cohort experience.

GENERAL

The questions below are optional:

1. We endeavor to continually improve. Do you have any feedback for us on this program and process? Is there anything you would change?
2. Are you willing to periodically share photos and/or stories?

All proposals must include the following documents (attached as PDF, Excel or Word), and these documents must validate the narrative information provided in your proposal. We have assumed a fiscal year of July 1 to June 30, but if your fiscal year differs, please substitute your budget year dates.

- I. Your annual operating budget for the current fiscal year ending June 30, 2025. If the organization serves areas outside of Napa County, please provide the current Napa County program budgets, as well. Include actuals as of 3/31/25 (or 4/30/25 if available).
- II. Your operating budget vs. actuals for your two most recent fiscal years (ending June 30, 2023, and June 30, 2024). If the organization serves areas outside of Napa County, please provide Napa County program budgets for those years, as well.
- III. The proposed or Pro Forma operation and Napa County programs budgets for next fiscal year (ending June 30, 2026).
- IV. Audited financials for the two most recent fiscal years (years ending June 30, 2023, and June 30, 2024). If audited financials are not available, provide balance sheets and income statements for the current fiscal year (YTD).
- V. List of Board Members for the period July 1, 2025 to June 30, 2026.

Submit your narrative and supporting documents via our grant application portal at <https://nvcfelainejones.awardspring.com> by June 20, 2025 at 5:00 p.m. If you have any questions about the application process or portal, please contact NVCGrantsTeam@NapaValleyCF.org.